




# KANSAS DEPARTMENT OF CORRECTIONS

	<b>INTERNAL MANAGEMENT POLICY AND PROCEDURE</b>	<b>SECTION NUMBER</b>  14-137	<b>PAGE NUMBER</b>  1 of 6
		<b>SUBJECT:</b>  <b>PAROLE SERVICES: Encouraging Pro-Social Behavior and Responding to Violations</b>	
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<b>Reissued By:</b>  <b>Policy &amp; Procedure Coordinator</b>		The substantive content of this IMPP has been reissued as per the appropriate provisions of IMPP 01-101. The only modifications within the reissue of this document concern technical revisions of a non substantive nature. <b>Date Reissued:</b> <b>11-09-10</b>	

## POLICY

Case management should include regular feedback from the parole officer to the offender, identifying points of progress, intervening when problems arise, and recognizing and responding to behavior, both positive and negative. Pro-social behavior by the offender should be encouraged, modeled, acknowledged and rewarded when possible. Violation of any condition should be met with a response that is swift, certain and consistent. Responses to violations should be based upon public safety and the assessed criminogenic risk and needs the offender presents.

A Behavior Response Guide is provided as a guide for parole officers to assist in making safe and effective responses to violations of conditions of release, and to reinforce positive, pro-social behavior and the accomplishment of goals contained in the offender's case plan. The Behavior Response Guide should be used along with the assessed criminogenic risk and needs of the offender and circumstances of the case in making a decision how to respond to positive or negative behavior. The Behavior Response Guide provides guidelines, but is not an exclusive source for strategies or interventions that encourage and reward positive or pro-social behavior, or in making a swift, certain and consistent response to violations of conditions.

## DEFINITIONS

Accountability Meeting: A meeting with a parole officer and parole supervisor, parole director, or other position of authority to discuss violations, review case plans and progress on supervision, and as needed, redirect problematic behavior,

Accountability Panel: Community based group designed to discuss violations, review case plans, progress on supervision, and as needed, redirect problematic behavior.

Behavior Response Guide : A matrix designed to provide guidance to parole officers when making violation response decisions regarding positive or negative behavior exhibited by an offender. Suggested violation responses may be considered in light of the offender's assessed criminogenic risk and needs, public safety and the circumstances of the case.

Condition: Any requirement imposed by the releasing authority or the parole officer on the offender for compliance with a specific rule or behavior, whether mandatory or prohibitive, during the period of the offender's supervision. Conditions are not the same as goals in the case plan, though a goal can support a condition or a condition can support a goal.

Diversion Agreement: An agreement citing the offender with a violation of one or more terms of supervision, setting out specific additional requirements or conditions to be satisfied to avoid revocation, and agreeing that once those conditions are satisfied within a specified time period, the violation will be considered resolved. As a condition to the diversion agreement, the offender must admit the violation occurred, and participate in a discussion with the parole officer about the cause of the violation and means for preventing further such violations.

House Arrest: Restricting the offender to his/her residence 24 hours per day; does not include GPS/EMD or other monitoring or tracking devices. House Arrest may be, but is not required to be monitored by GPS or other electronic surveillance devices.

Intervention: A measure taken to influence offender behavior. The goal of imposing an intervention is to increase the likelihood of successful offender re-entry by addressing an offenders risk or need, or in making progress under his or her case plan. An intervention can include any of the options set out on the Behavior Response Guide, or other strategies that may effect a behavioral change in the desired direction. Interventions may be imposed either proactively or in response to a violation.

Multidisciplinary Team Meeting: A meeting between parole staff, a treatment provider, an offender, and any others involved in the case, for the purpose of evaluating an offenders performance on supervision, reinforcing positive behavior, and providing any guidance that may be necessary.

Violation: Action or inaction by an offender that constitutes a violation of the term(s) of a condition(s) of supervision as imposed by the releasing authority or parole officer.

Weapon: Firearms, ammunition, explosive devices, black powder firearms, or any dangerous weapon as defined by federal, state or municipal laws or ordinances. Possession of a firearm includes situations such as being in a vehicle with a firearm, or, having a firearm in personal belongings or in one's home.

Dangerous weapons may include brass knuckles, throwing stars or any other weapon commonly used against people. Dangerous weapons are also defined as any device designed to expel or hurl a projectile capable of causing injury to persons or property. This includes but is not limited to bows and arrows and cross bows.

Any device falling under the provisions of K.S.A. 21-4201.

Written behavior report: Cognitive tool where the offender discusses in writing the thought processes that resulted in his/her negative behavior, the consequences of the behavior, and other aspects of the event that require the offender to reflect on internal thought processes. Behavior reports may include but are not limited to Thinking Reports, Problem Solving Worksheets, Decisional Balance Worksheets, and narrative reports.

## **PROCEDURES**

### **I. Encouraging Pro-Social Behavior**

- A. Scientific evidence suggests that reinforcing desired behavior is significantly more effective than punishment. Additionally, research suggests that positive reinforcement of a behavior increases the frequency of that behavior in the future.
  - 1. By use of the offender's case plan and contacts by the parole officer with the offender, the parole officer shall encourage pro-social behavior in order to reduce the likelihood of violations of conditions of supervision.
- B. When discussing the conditions of supervision with an offender, the parole officer shall include information, insight and recommendations for how possible violations of these conditions can be prevented, including discussion about pro-social activities and companions.
- C. The offender shall be encouraged, supported and reinforced in his or her efforts at prevention of violation or unlawful behavior, as observed by the parole officer. These positive reinforcements shall be recorded in the chronological entries in TOADS.

- D. One of the primary goals of the offender's case plan shall be to establish goals addressing assessed criminogenic risk and needs to prevent behavior that violates conditions of release. As part of this risk management strategy, if the offender is failing to make progress under the case plan, and/or engages in high-risk, negative or anti-social behavior that could lead to a violation of conditions of release, that behavior shall be addressed, and adjustments made in the case plan as necessary. Further, changes in strategies for supervising the offender shall be considered with the emphasis on increasing desired behavior.

## **II. Responding to Violations**

- A. When responding to violations, the parole officer should keep in mind the offender's risk to the community and likelihood of behavioral changes with appropriate interventions. It is important that parole officers respond to all violations and undesired behavior. Every violation of a condition of release shall be met with a swift, certain and appropriate response.
1. When the parole officer determines that a violation has occurred, a response shall be initiated within three (3) working days.
    - a. Multiple violations of a similar nature which occur together/on or about the same date should be documented and responded to together. For example, admitting to use of cocaine and marijuana would be one violation entered into TOADS and not two.
  2. When responding to the violation, the parole officer shall:
    - a. When possible and as appropriate, conduct a violation interview with the offender. Determine the offender's attitude toward the offense and willingness to correct the behavior.
    - b. Use the Behavior Response Guide for possible response alternatives;
    - c. Consider the current assessed criminogenic risk and needs of the offender;
    - d. Consider progress the offender has made or failed to make under his or her case plan, and consider the impact of the intervention on progress under the plan. For instance, if the offender has relapsed and failed in treatment, but has maintained steady employment and is established in a pro-social relationship, those factors shall be balanced in determining whether to initiate revocation;
    - e. Consider the risk of harm the offender presents immediately to the community, to a victim, or to some other specific person;
    - f. Consider the circumstances of the violation, including whether ~~the~~ during execution of an arrest warrant the offender engaged in fleeing or eluding, or the assault or battery of a Special Agent, Parole Officer or Law Enforcement Officer;
    - g. Consider other factors relevant to determining how to respond, including:
      - (1) Criminal history;
      - (2) Violation history;
      - (3) Objective evidence of motivation to progress or succeed, or the lack of motivation; and
      - (4) Interventions already attempted, or currently in place.
        - (a) Interventions already in process may be utilized to address a new violation of similar nature, when warranted to address an offender criminogenic risk/needs.

- h. Offenders identified by history or testing results as having a potential need for treatment may be referred to a contracted service provider or other licensed provider if contracted services are unavailable. The substance abuse treatment professional shall make the determination of what treatment response is appropriate and advise the supervising officer accordingly.
- i. Before imposing liberty restricting interventions, consider whether the offender has committed multiple violations for which previous interventions have been unsuccessful.
  - (1) Imposition of liberty restricting interventions require the approval of the parole supervisor.

B. The parole officer shall staff the case with the parole supervisor in the following situations:

- 1. An offender is arrested or charged with a violent offense or a new felony offense;
- 2. Similar violations have been repeated after interventions were previously imposed;
- 3. When a special condition is being requested;
- 4. When a diversion agreement is being recommended;
- 5. When revocation is requested;
- 6. When incarceration is anticipated;
- 7. In any case where the parole officer or parole supervisor deem necessary; or,
- 8. Where the parole officer is proposing a departure from revocation when revocation is the only option on the Behavior Response Guide.
  - a. Departure from revocation as the recommended sanction shall require the approval of the Parole Director.

### **III. Revocation**

- A. If, after staffing the case with the parole officer, the recommended response to the violation(s) is revocation, the case shall be staffed by the parole supervisor with the parole director or designee using the Revocation Staffing Form in TOADS.
  - 1. If the parole director does not concur with the recommendation for revocation, the parole director or designee shall suggest an appropriate intervention(s).
    - a. The parole officer and parole supervisor, in collaboration, are ultimately responsible for implementation of the most appropriate intervention(s).
  - 2. Once the intervention is determined, it shall be recorded in TOADS.

### **IV. Diversion Agreement**

- A. If the supervising parole officer selects an intervention in lieu of revocation, that will result in the offender being placed in a liberty-restricting environment such as a jail, house arrest, or a Community Corrections Residential Program, for instance, a diversion agreement shall be completed in TOADS.
  - 1. An intervention that does not place the offender in a liberty-restricting environment, but allows the offender to remain in the community may be reflected in a diversion agreement or the imposition of a special condition pursuant to IMPP 14-110.

- B. The diversion shall be evidenced by a written agreement that specifies:
  - 1. Violation(s) committed;
  - 2. Interventions to be completed;
  - 3. Duration of diversion;
  - 4. Acknowledgment and waiver of rights that would have been afforded if revocation proceedings had been initiated in lieu of diversion;
  - 5. Acknowledgment by the offender that he/she admits to having committed the violation(s) as alleged;
  - 6. Acknowledgment that failure to abide by the terms of the diversion agreement may result in revocation proceedings being initiated; and,
  - 7. Acknowledgment that failure to abide by the terms of the diversion agreement may result in the original violations being used in a revocation proceeding.
- C. Violations that have occurred during the current period of supervision and that take place or are discovered after the imposition of a diversion agreement may be used as a basis for revocation.
  - 1. Violations initially prompting the diversion agreement shall be listed on the Statement of Charges/Notice of Hearing Form (per attachment, IMPP 14-142). Since probable cause was previously established by the offender's admission, the hearing officer shall not address the violations at the Morrissey Hearing.
- D. Once a violation has been resolved either informally or by the successful completion of a diversion agreement, the violation shall not be cited as a reason for revocation at a later date. However, the violation may be utilized as a contributing factor in forming a decision for revocation at a later date.
- E. A Violation Report is not required at the time of imposition of a Diversion Agreement.

#### **V. Use of Jail Days as a Sanction**

- A. Use of jail days as a sanction for more than three (3) working days shall require the approval of the Parole Director or designee.

#### **VI. Offender Jail Tracking System**

- A. Parole supervisors shall be required to utilize an offender jail tracking system to monitor the number of days offenders assigned to their unit are in jail and the reason for their incarceration, whether it be condition violations or new felony charges.

#### **VII. Documentation**

- A. All violations and interventions shall be recorded in TOADS as soon as possible but no later than five (5) days of becoming aware of the violation and within five (5) days of intervention imposition, respectively.

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities who are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to either employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a

Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are considered to be compliant with all applicable Federal statutes and/or regulatory requirements. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

#### **REPORTS REQUIRED**

None.

#### **REFERENCES**

KSA 21-4201, 75-5217  
IMPP 14-110, 14-141, 14-142  
APPFS 3-3156, 3-3157, 3-3167, 3-3168

#### **ATTACHMENTS**

Attachment A - Behavior Response Guide – 5 pages  
Attachment B - Behavior Response Guide Instructions – 3 pages  
Attachment C – Problem Solving Worksheet – 1 page  
Attachment D – Thinking Report – 1 page  
Attachment E - Benefit versus Cost Worksheet – 1 page  
Attachment F – Decision Balance Worksheet – 1 page

## BEHAVIOR RESPONSE GUIDE

Reinforcement/Response	Desired Behavior	Supervision Condition	Violation Behavior	Response
*Verbal praise *Compliance certificate *Verbal or written praise from PS or PD *Enhanced travel flexibility *Removal of condition or modification of condition to make it less restrictive *Reduce number of times the offender reports to the parole office *Letter of Recognition * Reclassify supervision * Public recognition * Request early discharge * Other appropriate recognition	No missed reporting and no travel violations X 6 months	<b>Reporting, Travel, and Residence</b>	Abscond upon release  Abscond >30 days  Absconding more than once during supervision period Other reporting and travel violations	Discuss violation and redirect behavior Accountability meeting Accountability panel Program or treatment referral GPS/EMD Increased reporting House Arrest Structured living Jail sanction Community Service Work Curfew Verbal reprimand Written behavior report
			New felony conviction(s)	Revoke
*Verbal praise *Compliance certificate *Verbal or written praise from PS or PD *Enhanced travel flexibility *Removal of condition or modification of condition to make it less restrictive *Reduce number of times the offender reports to the parole office *Letter of Recognition * Reclassify supervision * Public recognition * Request early discharge * Other appropriate recognition	No violations X6 months	<b>Laws</b>	Assaultive misd. Conviction(s)  Non-assaultive misd. Conviction(s)  Failure to report an arrest Other laws violations	Discuss violation and redirect behavior Accountability meeting Accountability panel Program or treatment referral Multidisciplinary team meeting GPS/EMD Increased reporting House Arrest Structured living Jail sanction Community Service Work Curfew Verbal reprimand Written behavior report
			Possession of a firearm or weapons defined by law	Revocation is recommended in the absence of mitigating circumstances <b>(Disposition requires concurrence of Parole Director)</b>
*Verbal praise *Compliance certificate *Verbal or written praise from PS or PD *Enhanced travel flexibility *Removal of condition or modification of condition to make it less restrictive *Reduce number of times the offender reports to the parole office *Letter of Recognition * Reclassify supervision * Public recognition * Request early discharge * Other appropriate recognition	No violations X6 months	<b>Weapons</b>	Constructive possession of firearm Possession of weapons with mitigating circumstances	GPS/EMD House Arrest Structured Living Jail Sanction Accountability meeting Accountability panel Program Referral <b>(Disposition requires concurrence of Parole Director)</b>

Reinforcement/Response	Desired Behavior	Supervision Condition	Violation Behavior	Response
*Verbal praise *Compliance certificate *Verbal or written praise from PS or PD *Enhanced travel flexibility *Removal of condition or modification of condition to make it less restrictive *Reduce number of times the offender reports to the parole office *Letter of Recognition * Reclassify supervision * Public recognition * Request early discharge * Other appropriate recognition	No violations X6 months	Personal Conduct	Assaultive activities (person related)  Assaultive/ Violent activities (property related)	Discuss violation and redirect behavior Accountability meeting Accountability panel Multidisciplinary team meeting Program or treatment referral Special Condition for No Contact GPS/EMD Increased reporting House Arrest Structured living Jail sanction Community Service Work Curfew Verbal reprimand Written Behavior report
*Verbal praise *Compliance certificate *Verbal or written praise from PS or PD *Enhanced travel flexibility *Removal of condition or modification of condition to make it less restrictive *Reduce number of times the offender reports to the parole office *Letter of Recognition * Reclassify supervision * Public recognition * Request early discharge * Other appropriate recognition	No violations X3 months  No violations X6 months	Narcotics/ Alcohol	2 or more Positive UAs  Falsifying UA One Positive UA  Other violations	Discuss violation and redirect behavior Accountability meeting Accountability panel  Multidisciplinary Team meeting Program or treatment referral GPS/EMD Substance Abuse Treatment Increased reporting Structured living Community Service Work Curfew Verbal reprimand Written Behavior Report
*Verbal praise *Compliance certificate *Verbal or written praise from PS or PD *Enhanced travel flexibility *Removal of condition or modification of condition to make it less restrictive *Reduce number of times the offender reports to the parole office *Letter of Recognition * Reclassify supervision * Public recognition * Request early discharge * Other appropriate recognition	No violations X6 months	Association	Gang activity Other violations	Discuss violation and redirect behavior Accountability meeting Accountability panel  Multidisciplinary Team meeting Program or treatment referral  GPS/EMD Increased reporting House Arrest Structured living Jail sanction Community Service Work Curfew Verbal reprimand Written Behavior Report



Reinforcement Response	Desired Behavior	Supervision Condition	Violation Behavior	Response
*Verbal praise *Compliance certificate *Verbal or written praise from PS or PD *Enhanced travel flexibility *Removal of condition or modification of condition to make it less restrictive *Reduce number of times the offender reports to the parole office *Letter of Recognition * Reclassify supervision * Public recognition * Request early discharge * Other appropriate recognition	Steady employment X6 months	Employment	Failure to maintain employment	Discuss violation and redirect behavior Review case plan goals/actions needed. Accountability meeting Accountability panel Program or treatment referral Multidisciplinary Team meeting Employment Skills Class GPS/EMD Increased reporting House Arrest Structured living Jail sanction Community Service Work Curfew Verbal reprimand Employment referral services
*Verbal praise *Compliance certificate *Verbal or written praise from PS or PD *Enhanced travel flexibility *Removal of condition or modification of condition to make it less restrictive *Reduce number of times the offender reports to the parole office *Letter of Recognition * Reclassify supervision * Public recognition * Request early discharge * Other appropriate recognition	Positive attendance and participation	Education	Failure to pursue further education as directed	Discuss violation and redirect behavior Accountability meeting Accountability panel Multidisciplinary Team meeting Program or treatment referral  Community Service Work Curfew Verbal reprimand Education referral services
*Verbal praise *Compliance certificate *Verbal or written praise from PS or PD *Enhanced travel flexibility *Removal of condition or modification of condition to make it less restrictive *Reduce number of times the offender reports to the parole office *Letter of Recognition * Reclassify supervision * Public recognition * Request early discharge * Other appropriate recognition	Payments and fees up to date x6 months	Costs	Failure to pay supervision fee's  Failure to pay court ordered fee's, restitution, or child support.	Discuss violation and redirect behavior Review case plan goals/actions needed. Accountability meeting Accountability panel  Multidisciplinary Team meeting Budget Assistance or Class Financial Counseling Program or treatment referral GPS/EMD Increased reporting House Arrest Structured living Jail sanction Community Service Work Curfew Verbal reprimand

<ul style="list-style-type: none"> <li>*Verbal praise</li> <li>*Compliance certificate</li> <li>*Verbal or written praise from PS or PD</li> <li>*Enhanced travel flexibility</li> <li>*Removal of condition or modification of condition to make it less restrictive</li> <li>Reduce number of times the offender reports to the parole office</li> <li>*Letter of Recognition</li> <li>* Reclassify supervision *</li> <li>Public recognition * Request early discharge * Other appropriate recognition</li> </ul>	Positive participation in any treatment program	<b>Treatment. Programs and Placement</b>	Two unexcused absences from sex offender treatment or aftercare	<ul style="list-style-type: none"> <li>Jail sanction</li> <li>Discuss violation and redirect behavior</li> <li>Accountability meeting</li> <li>Accountability panel</li> <li>Multidisciplinary Team meeting</li> <li>Program or treatment referral</li> <li>Community Service Work</li> <li>Revoke</li> </ul>
			<ul style="list-style-type: none"> <li>Unsuccessful discharge from a program or treatment.</li> <li>Failure to comply with program requirements.</li> <li>Other treatment related violations</li> <li>Failure to attend as directed.</li> </ul>	<ul style="list-style-type: none"> <li>Discuss violation and redirect behavior</li> <li>Review case plan goals/actions needed.</li> <li>Accountability meeting</li> <li>Accountability panel</li> <li>Multidisciplinary Team meeting</li> <li>Program or treatment referral</li> <li>GPS/EMD</li> <li>Increased reporting</li> <li>House Arrest</li> <li>Structured living</li> <li>Jail sanction</li> <li>Community Service Work</li> <li>Curfew</li> <li>Verbal reprimand</li> </ul>
<ul style="list-style-type: none"> <li>*Verbal praise</li> <li>*Compliance certificate</li> <li>*Verbal or written praise from PS or PD</li> <li>*Enhanced travel flexibility</li> <li>*Removal of condition or modification of condition to make it less restrictive</li> <li>*Reduce number of times the offender reports to the parole office</li> <li>*Letter of Recognition</li> <li>* Reclassify supervision *</li> <li>Public recognition * Request early discharge * Other appropriate recognition</li> </ul>	No violations <b>x6 months</b>	<b>Victim</b>	Unauthorized contact with victim or victims family	<ul style="list-style-type: none"> <li>Discuss violation and redirect behavior</li> <li>Accountability meeting</li> <li>Accountability panel</li> <li>Multidisciplinary team meeting with treatment provider, if applicable</li> <li>Community Service Work</li> <li>Revoke</li> <li>GPS/EMD</li> <li>House Arrest</li> <li>Jail Sanction</li> </ul>

<ul style="list-style-type: none"> <li>*Verbal praise</li> <li>*Compliance certificate</li> <li>*Verbal or written praise from PS or PD</li> <li>*Enhanced travel flexibility</li> <li>*Removal of condition or modification of condition to make it less restrictive</li> <li>*Reduce number of times the offender reports to the parole office</li> <li>*Letter of Recognition</li> <li>Reclassify supervision *</li> <li>Public recognition *</li> <li>Request early discharge *</li> <li>Other appropriate recognition</li> </ul>	No violations X6 months	<b>Search</b>	Refusal to allow search	<ul style="list-style-type: none"> <li>GPS/EMD</li> <li>Increased reporting</li> <li>House Arrest</li> <li>Structured living</li> <li>Discuss violation and redirect behavior</li> <li>Accountability meeting</li> <li>Accountability panel</li> <li>Jail sanction</li> </ul>
<b>Reinforcement</b>	<b>Desired Behavior</b>	<b>Supervision Condition</b>	<b>Violation Behavior</b>	<b>Sanction Level</b>
<ul style="list-style-type: none"> <li>*Verbal praise</li> <li>*Compliance certificate</li> <li>*Verbal or written praise from PS or PD</li> <li>*Enhanced travel flexibility</li> <li>*Removal of condition or modification of condition to make it less restrictive</li> <li>*Reduce number of times the offender reports to the parole office</li> <li>*Letter of Recognition</li> <li>* Reclassify supervision *</li> <li>Public recognition *</li> <li>Request early discharge *</li> <li>Other appropriate recognition</li> </ul>	No violations x 6 months	<b>Special Conditions</b>	Violation of KPB or PO imposed special conditions	<ul style="list-style-type: none"> <li>Discuss violation and redirect behavior</li> <li>Review case plan goals/actions needed.</li> <li>Accountability meeting</li> <li>Accountability panel</li> <li>Multidisciplinary Team meeting</li> <li>Program or treatment referral</li> <li>GPS/EMD</li> <li>Increased reporting</li> <li>House Arrest</li> <li>Structured living</li> <li>Jail sanction</li> <li>Community Service</li> <li>Curfew</li> <li>Verbal reprimand</li> <li>Written Behavior Report</li> </ul>

## BEHAVIOR RESPONSE GUIDE INSTRUCTIONS

The Behavior Response Guide is a system that matches desired and violation behavior with suggested responses. This guide provides a generalized listing of some of the most common behaviors and a proposed appropriate response. A complete and comprehensive behavioral guide is prohibitive due to the many possible behaviors and combinations of behaviors including mitigating and extenuating circumstances.

Two primary factors determine which grid box to use when officers respond to offender behavior: 1) desired offender behavior, or 2) offender behavior that violates release conditions.

a) **Desired Behavior:** during any review of offender behavior that indicates desired behavior, the officer should select a response from the Behavior Response Guide that reinforces the desired behavior and promotes continued pro-social behavior. Select a response considering offender Responsivity and items in section # A.

b) **Condition Violation Behavior:** during any review of offender behavior that indicates violation behavior, the officer should select a response from the Behavior Response Guide as outlined in Section II.

### DEFINITIONS:

DEPARTURE FROM GRID BOX: Utilizing a sanction that is not listed in a grid box in response to violation behavior. Parole Director approval is required if a departure from a mandatory revocation sanction is recommended.

GANG ACTIVITY: In order to utilize a gang activity violation under release condition #6, Association, or #13, Special Condition in the aggravated section of the grid, the offender must meet the identification and validation criteria of IMPP 12-105. The offender must have been validated and entered into the Kansas Department of Corrections (KDOC) Offender Management Information System (OMIS) Central Monitoring computer database, or the community supervision validation packet must have been completed, approved by the Parole Director and submitted for the final approval process per IMPP 12-105.

BEHAVIOR RESPONSE GUIDE VIOLATIONS: - An offender is considered to have violated the conditions of release if he/she fails to comply with any one of the standard release conditions and/or special conditions imposed by the Kansas Parole Board and/or supervising parole officer.

### BEHAVIOR RESPONSE GUIDE REINFORCEMENTS:

Compliance certificate - A written certificate given by the parole officer to the offender that recognizes completion of a specific program, goal or other desired outcome.

Enhanced travel flexibility - Permission given to the offender for specific events, or in general, that expands the range of travel authorized for the offender.

Letter of Recognition - Letter from parole officer or parole supervisor that provides reinforcement to the offender for desired behavior.

Modification of condition - Change in a condition of supervision that makes it less rigid or gives the offender more flexibility or ability to do certain things that were previously disallowed.

Public recognition - Public acknowledgement of an accomplishment by the offender, which could include bringing the offender and his/her family to a small celebratory get-together for recognition, such as a unit or team meeting or a special event scheduled and conducted for the purpose of recognizing accomplishments of several offenders; or it could involve a team of staff going to the offender's home in appropriate circumstances to recognize the offender in the family setting.

Reclassify supervision - Either through a reassessment or an override, establish the offender at a lower classification level.

Reduced reporting - Establish fewer contacts with the offender that require the offender to come to the parole officer for reporting.

Removal of condition - With permission from the Kansas Parole Board (when the Board imposed the condition or it is a standard condition), or after staffing with the parole supervisor when the condition was imposed by the parole officer, removal of a specific condition of supervision.

Request early discharge - Submit an application recommending that the offender be permitted to discharge supervision early, or prior to the scheduled discharge date.

Verbal Praise - Giving the offender verbal reinforcement for desired behavior.

Written Praise - Giving the offender a letter which reinforces the desired behavior, either by the Parole Supervisor or Parole Director.

### **BEHAVIOR RESPONSE GUIDE SANCTIONS/RESPONSES:**

Accountability Meeting - A meeting with a parole officer and parole supervisor, parole director, or other position of authority to discuss violations, review case plans and progress on supervision, and as needed, redirect problematic behavior,

Accountability Panel - Community based group designed to discuss violations, review case plans, progress on supervision, and as needed, redirect problematic behavior.

Community Service Work - Service to approved not-for profit community agencies or to KDOC supervised community work crews. Procedures for placement as set out in IMPP 14-167 shall be used. The officer sets the number of hours. Offenders shall receive a minimum of 4 hours and a maximum of 120 hours.

Curfew - A specified daily time period during which an offender must be present at their designated, approved residence.

Day Reporting Center - A highly structured non-residential program of interventions, supervision, and programming for adult felony offenders who have violated conditions of supervision, and would otherwise be returned to prison.

Discussion of Violation and Redirection of Behavior - The officer discusses the violation behavior with the offender. A review of the LSIR/Risk/Needs Assessment then occurs along with a similar review of the case plan goals. The action needed is then determined. The officer provides direction to the offender and articulates expectations for future behavior.

EMD/GPS - Placement with a contracted community corrections program which has electronic monitoring equipment, or a designated KDOC contractor who has electronic monitoring/global positioning equipment. The officer sets time periods unless the contractor has a minimum time period. Electronic monitoring where work/leaving the home is an option should not exceed 90 days.

House Arrest - Offenders may be placed on house arrest for a period to not exceed 30 days where they are unable to leave the home to work or to seek work. House Arrest may be used in lieu of jail days in locations where the jail intervention is not available.

Increased Reporting - The number of personal contacts with the parole officer is increased beyond the minimum contact requirements established by policy.

Increased UA's - Testing by an approved KDOC system. May include daily call in to determine if the offender shall report to be tested. This intervention would exceed the minimum standard for testing set out in department policy.

ISP - Intensive supervision program. Placement in an intensive supervision program with a contracted community corrections program. The program may involve more than just ISP at the discretion of the community corrections program.

Jail Days - A period of time in local detention, set by the officer where a non-specific number of days (up to 20 days) is in the grid box. The number of days are to run from the date the intervention is imposed. No credit shall be given for time in local detention pending the determination of any intervention for a violation. Imposition of an intervention is determined by the date the diversion/special condition is started. It is not the intent to wait until local detention time for misdemeanor sentences has ended to impose an intervention of jail days.

Multidisciplinary Team Meeting - A meeting between parole staff, a treatment provider, an offender, and any others involved in the case, for the purpose of evaluating an offenders performance on supervision, reinforcing positive behavior, and providing any guidance that may be necessary.

No Contact Specials - An intervention that limits the frequency of contact with individuals or restricts travel to certain locations.

Programmatic Referral - A referral to employment, cognitive, education, financial, or other appropriate services.

Revoke - Proceed with revocation procedures as outlined in IMPP 14-141.

Structured Living - Placement in a KDOC contracted Community Residential Bed (CRB), a community based halfway house, or a Community Corrections Residential Center. The officer sets the time period unless the program has a required minimum residence period. In areas where no structured living facilities are available and electronic monitoring is not a grid box option, electronic monitoring may be used in lieu of structured living.

Travel Restriction - Specific limitations on travel in-state or out-of-state.

Treatment - Any KDOC contracted treatment program, or community based treatment program approved by the KDOC. This may include substance abuse, mental health, medical or other appropriate services.

Verbal/Written Reprimand - Verbal or written reprimand given by the supervising officer, the Parole Supervisor or designee, to the offender.

Written behavior report: Cognitive tool where the offender discusses in writing the thought processes that resulted in his/her negative behavior, the consequences of the behavior, and other aspects of the event that require the offender to reflect on internal thought processes. Behavior reports may include but are not limited to Thinking Reports, Problem Solving Worksheets, Decisional Balance Worksheets, and narrative reports.

## Problem Solving Worksheet

### **Step One - Describe the problem:**

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### **Step Two - List the possible responses to the problem and the consequences of those actions:**

Consider all the factors and people involved.

Possible Responses	Consequences (consider both good and bad results)
1.	
2.	
3.	
4.	
5.	

### **Step 3 - Select the best solution or response to your problem:**

Things to consider      → Review all of the possible responses and the consequences involved.  
                                 → Will your response involve or impact other people?  
                                 → Are there other people's views that you should take into consideration?  
                                 → Will your choice help you achieve your goals and meet priorities?  
                                 → Do you need more information before making a decision?

Your choice: \_\_\_\_\_

### **Step 4 - Develop a plan of action.**

How and when will you take the action needed to resolve or respond to the problem?  
Use the back of page for written responses, if needed.

### **Step 5 - Evaluate**

Did the response work? If not, what could you have done differently? What did you learn from this experience?  
Can you use this experience to help you with problems in the future?

## Thinking Report

Describe the Situation: *(What happened, who was involved, how it happened, when, where)*

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What were you thinking? *(List all of the thoughts that you had during the situation)*

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What were you feeling? *(List all of the feelings that you experienced during the situation)*

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What did you do? *(What behavior did you choose to respond to the situation?)*

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What were the consequences of your behavior? *(consider both good and bad results)*

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Were those the results that you wanted? *(Is that what you wanted to happen?)*

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If not, what could you have done to make it better or get the results that you wanted?

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Overall, how well did you handle the situation?

1	2	3	4	5	6	7	8	9	10
<i>not good</i>		<i>fair</i>		<i>OK</i>		<i>good</i>			<i>great</i>

If your score is 8 or less, is there a different way of thinking that you could use the next time you are in a similar situation, to get a better result?

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Benefit versus Cost Worksheet

Describe the Issue or Behavior:

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Benefits

Costs

*List the good results of the behavior or issue:*

*List the bad results of the behavior or issue:*

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## Decision Balance Worksheet

In the space provided below, list the good and bad results of your current behavior, and the good and bad results that you expect if you change to a new type of behavior. After you list all of the results, compare the lists and use the information to help make decisions about change.

Issue or Problem:

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### Staying the Same

### Changing

Good Results  
(Benefits)

Bad Results  
(Costs)

Bad Results  
(Costs)

Good Results  
(Benefits)

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